



<b>Classification:</b> Energy Commission Specialist I (TED) – Limited Term	<b>Position No.</b> 3100-4184-
<b>CBID:</b> R10	<b>Office:</b> Energy Efficiency Research Office
<b>Date Prepared:</b> July, 2015	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the general direction and supervision of the Energy Commission Supervisor II (EFF) in the Energy Efficiency Research Office, the incumbent serves as a member of an interdisciplinary team to plan, develop, implement and administer the Water Energy Technology (WET) program. The WET Program's goals are to save water, reduce energy use, decrease greenhouse gas emissions, and invest in new technologies to make California more drought-resilient. The WET program will accelerate innovative water and energy saving technologies and provide funding for emerging technologies that display significant potential for both water and energy savings; demonstrate actual operation beyond the research and development stage; and document readiness for rapid, large-scale deployment in California as directed by the Governor's Executive Order B-29-15.

The incumbent performs more complex and difficult analyses, and develops and manages complex projects. The incumbent is knowledgeable of advanced water and energy-efficient concepts, technologies, and practices; performs time-critical and subject-matter-critical technical analyses to support WET program funding; manages complex water- and energy-efficiency projects; and serves as a policy and technical liaison with water and energy related organizations, federal agencies and state and local water agencies.

The incumbent performs a variety of complex analytical tasks in support of the WET Program and may also conduct energy research, development and demonstration (RD&D) efforts associated with water and energy saving solutions for the industrial, agricultural, water (IAW) and building industries.

## **WORKING CONDITIONS**

The work is performed in an indoor office or meeting room setting and involves sitting, standing, and/or walking. Occasional travel may occur outside Sacramento. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing these duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet, and participate and lead meetings with other staff and public and private research agencies.

## **DUTIES AND RESPONSIBILITIES**

- 35% **Project Management.** Serve as the project manager for complex water- and energy-efficiency projects. As such, the incumbent will be responsible for all phases of project management, such as: a) prepare work statements, budgets, schedules, and contract amendments; b) identify measurable technical and economic objectives to determine project success; c) maintain technical and business relationships with the contractor; d) review monthly progress reports and prepare an evaluation of the project and brief management, as needed; e) inspect projects to ensure they meet technical, fiscal, and administrative objectives; and f) review and approve contractor invoices. (E)



- 25% **Technology Evaluation.** Analyze and evaluate water-related emerging technologies that: a) display significant potential for both water and energy savings, b) demonstrate actual operation beyond the research and development stage, and c) have documented readiness for rapid, large-scale deployment. The incumbent will analyze technology trends and market developments applicable to the water sector; provide expert guidance and direction for complex technical issues to an interdisciplinary team on the WET program. Serve as a resource in preparing and presenting conclusions and recommendations and provide expert consultation to the Commission, governmental agencies, legislature, media and private entities regarding studies and topics within the incumbent's assigned areas of expertise. (E)
- 15% **Proposal Evaluation.** The incumbent participates in technical scoring committees to provide his/her management expertise in reviewing proposals to determine how well a proposed project addresses the scope of the solicitation criteria. Examples include the extent the project will: a) advance science or technologies not adequately provided by the regulated and competitive markets, b) have projected benefits, water and energy savings and greenhouse gas reductions that are consistent with engineering laws and principals, c) address market issues and needs and the resulting impact on the marketplace, and d) have a likelihood of success based on adequate project budget and identified staff resources. The incumbent prepares written findings of such evaluations for use by a technical scoring committee. (E)
- 10% **Consult with Stakeholders.** The incumbent consults with water- and energy- related organizations, federal and state government agencies, utility representatives and other technical experts to identify opportunities for alternative and advanced water and energy systems or technologies in California. Through on-going discussions and interactions with market stakeholders, the incumbent defines, develops and implements projects that provide significant public benefits to California and meet the policy and technical objectives of the Energy Commission's WET and related RD&D Programs.
- 10% **Report on Program Results.** Organize, prepare and make presentations at workshops, seminars and conferences; write case studies and technical papers for professional journals and industry publications; prepare all reporting requirements to the California Air Resources Board to document greenhouse gas reductions and other benefits associated with the WET program; provide expert testimony on highly complex and technical problems relating to the WET program areas at hearings and proceedings sponsored by the Legislature, the Energy Commission, other state and federal agencies, utilities, and other entities related to energy efficiency RD&D.
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
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Incumbent Energy Commission Specialist I (TED) (LT)	Kirk Switzer Energy Commission Supervisor II (EFF)
Date	Date